

## Application for Loan Officer Registrant Education Instructor Approval

- PA 173 of 1987, as amended, mandates pre-registration education for loan officer registrants. 24 hours of education are mandated.
- Providers must submit this form, FIS 2254, for each instructor who will teach the course. No instructor approval will be granted without an application for provider/course approval or a valid provider and course number. Providers must file this form on behalf of instructors.
- Each instructor must fill out and sign this form.
- Criminal background checks will be conducted.
- The Commissioner shall not issue a registration to any of the following: (a) An applicant convicted of, or pled no contest to a felony or misdemeanor involving embezzlement, forgery, fraud, a financial transaction or securities or (b) within the 10-year preceding the date of the application, a felony other than a felony involving embezzlement, forgery, fraud, a financial transaction, or securities.

Mail to:

Loan Officer Registrant  
Education Program  
OFIR  
P.O. Box 30220  
Lansing, MI 48909-7709

### Part 1—Instructor Information and Approval Type (choose only one) and enter all other information

☐ New Instructor Approval

☐ Subsequent Instructor Approval

*Information given below on this page only is confidential. It is NOT a public record and shall not be released under the Freedom of Information Act.*

INSTRUCTOR INFORMATION	
Full Legal Name of Instructor:	Social Security number:
Daytime Telephone number:	Birth date:
Street Address:	City:
State:	Zip Code
PROVIDER INFORMATION	COURSE INFORMATION
Name of Course Provider:	Course Provider Number (if issued):
Course Name:	Course Number (if issued):

### Part 2 – Basic Questions For Instructor Applicant

1. Have you ever been convicted of, or pled no contest to, a felony or misdemeanor involving embezzlement, forgery, fraud, a financial transaction, or securities?

☐ Yes ☐ No

*If yes, attach a written statement explaining the circumstances of each incident; a copy of the charging document; a copy of the hearing notice, or other document that states charges and allegations; a copy of the official document that demonstrates resolution of the charges or any final judgment.*

#### OFFICE USE ONLY

Date assigned <input type="text"/>	Assigned Evaluator <input type="text"/>	Date Received <input type="text"/>
Date Returned <input type="text"/>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproval	Date Notified <input type="text"/>

## Part 2 – Basic Questions For Instructor Applicant (continued)

2. Have you ever been convicted of, or pled no contest to, a felony other than a felony involving embezzlement, forgery, fraud, a financial transaction, or securities within the 10-year preceding the date of this application?

☐ Yes ☐ No

*If yes, attach a written statement explaining the circumstances of each incident; a copy of the charging document; a copy of the hearing notice, or other document that states charges and allegations; a copy of the official document that demonstrates resolution of the charges or any final judgment.*

3. Do you hold any type of financial services license (such as insurance, securities, banking/finance) or consumer financial services registration (including but not limited to mortgage brokering, mortgage lending, mortgage servicer, money transmission services, etc.) issued by another state?

☐ Yes ☐ No

*If yes, complete below. Attach additional page, if necessary.*

State	License number	Type of license or registration	Name of regulatory agency issuing license or registration

## Part 3—Instructor Applicant Certification

I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect the decision to be made on this application. I am aware that a false statement may be grounds for denial of this application. I hereby authorize the Office of Financial and Insurance Regulation and its agents to investigate any statements made by me in this application, including checking criminal background, civil and administrative records.

Signature

Date

Signer's Name (type or print)

PA 173 of 1987, as amended, requires submission of this form. Failure to complete and submit this form properly could result in denial of approval.



### Michigan Department of Labor & Economic Growth

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, sexual orientation, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

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Phone OFIR toll-free at: 1-877-999-6442